

MEMORANDUM FOR BASIC SPECIAL INVESTIGATOR'S COURSE STUDENTS

FROM: USAFSIA/CCS

SUBJECT: REPORTING INSTRUCTIONS FOR USAF SPECIAL INVESTIGATIONS ACADEMY (USAFSIA), FEDERAL LAW ENFORCEMENT TRAINING CENTER (FLETC), GLYNCO, GEORGIA.

1. STUDENTS WILL ATTEND USAFSIA FROM **8 JAN TO 24 May 2007**, REFER TO PARAGRAPH 4, SECTIONS K & N FOR AUTHORIZED TRAVEL DAYS.

USAFSIA BASIC TRAINING CONSISTS OF TWO TRAINING PROGRAMS. STUDENTS WILL ATTEND A PRE-BASIC ORIENTATION ON THEIR FIRST DAY.

- PRE-BASIC ORIENTATION (**PB 702**--ALL DAY) IS **8 JAN 07** (REFER TO PARAGRAPH 4, SECTION K & O).

THE NEXT DAY THEY BEGIN THE FLETC CRIMINAL INVESTIGATOR TRAINING PROGRAM (**CITP**) **CLASS 710 (11 WEEKS)**. **CITP 710** IS THE GENERAL FEDERAL LAW ENFORCEMENT TRAINING PROVIDED BY FLETC.

- **CITP 710** TRAINING STARTS **9 JAN 07** AND ENDS **29 MAR 07 (CITP GRADUATION)**.

THE DAY AFTER CITP GRADUATION STUDENTS BEGIN AFOSI BASIC SPECIAL INVESTIGATOR'S COURSE (**BSIC**) **CLASS 702 (8 WEEKS)**. **BSIC 702** IS AFOSI SPECIFIC TRAINING.

- **FB/BSIC 702** TRAINING STARTS **30 MAR 07** AND ENDS **24 MAY 07 (FINAL GRADUATION)**.

THE FOLLOWING ARE THE HOLIDAYS/TRAINING DOWN DAYS FOR 8 JAN 07 TO 24 MAY 07:

FEDERAL HOLIDAY-MARTIN L. KING JR BIRTHDAY-MONDAY 15 JAN 07
FEDERAL HOLIDAY-WASHINGTON BIRTHDAY-MONDAY 19 FEB 07

THERE ARE NO TRAVEL RESTRICTIONS DURING TRAINING OFF DAYS (WEEK-ENDS & HOLIDAYS). **HOWEVER, TRAINING OFF DAYS ARE SUBJECT TO CHANGE.**

2. **SUSPENSES**.

NO LATER THAN (NLT) 22 DEC 06 – ALL STUDENTS PROVIDE SIZES (PARAGRAPH 4, SECTION R).

NLT 22 DEC 06 – OVERSEAS STUDENTS REQUIRING EARLY ARRIVAL NOTIFY SA COTTINGHAM (REF PARAGRAPH 4, SECTION K).

NLT 29 DEC 06 – STUDENTS REQUIRING BUS TRANSPORTATION FROM AIRPORT NOTIFY FLETC TRANSPORTATION (PARAGRAPH 4, SECTION M).

3. GOVERNMENT TRAVEL ORDERS PREPARATION

A. ****IMPORTANT**** AFOSI UNITS - PLEASE PROVIDE A COPY OF THIS MESSAGE TO THE BASE MPF IF THEY ARE PREPARING ORDERS FOR PCS-TDY EN-ROUTE PERSONNEL. ALL OTHER ORDERS WILL BE COMPLETED BY AFOSI. SEE BELOW FOR DETAILS.

B. ****IMPORTANT**** MPF ACTION REQUIRED - ADD 2nd, 3rd, OR 4th AFSC AS 7S011, TSC-M, AND CAFSC 7S011, EFFECTIVE TDY DEPARTURE DATE IAW AFI 36-2101, TBL 3.9, NOTE 2 FOR ALL ENLISTED PERSONNEL. FAILURE TO COMPLETE THIS ACTION MAY IMPACT PROMOTION AND TESTING WHILE TDY TO SCHOOL. UPON RETURN FROM FLETC TRAINING MEMBER WILL PROVIDE TRAINING CERTIFICATE FOR AWARD OF AFSC 7S031 PRIOR TO DEPARTURE TO NEW AFOSI UNIT. **NOTE: WAPS TESTING DURING THIS COURSE IS NOT POSSIBLE.**

C. ORDER PREPARER: PER GUIDANCE FROM HQ AFOSI/FM EFFECTIVE MAR 03, AFOSI UNITS WILL PROCESS MEMBER'S TDY ORDERS (DD 1610). **THE REGION THE MEMBER IS ASSIGNED TO IS RESPONSIBLE FOR ADDRESS CREATION – USE THE FUND CITE INFORMATION IN THE FOLLOWING CHART:**

<u>RCCC</u> <u>(FY07)</u>	<u>ORG</u>	<u>Section</u>	<u>PECs</u>
G3ANA0	Region 1	USAFSIA Classes CI	35127F
G3APA0	Region 2	USAFSIA Classes CI	35127F
RCCC Change	Region 3	USAFSIA Classes CI	35127F
G3ARA0	Region 4	USAFSIA Classes CI	35127F
G3ASA0	Region 5	USAFSIA Classes CI	35127F
G3ATA0	Region 6	USAFSIA Classes CI	35127F
G3AUA0	Region 7	USAFSIA Classes CI	35127F
G3AVA0	Region 8	USAFSIA Classes CI	35127F

NOTE: Please use ESP: 1H with your applicable RCCC

IMPORTANT: CONTACT YOUR SERVICING FINANCE/PAY OFFICE PRIOR TO ARRIVAL AND FIND OUT THEIR PROCEDURES FOR FILING INTERIM VOUCHERS. NOTE: Prior to arriving, obtain a finance/pay office point of contact (name and commercial phone number) who can work these issues, if needed, during your training.

NO DEVIATIONS ARE ALLOWED - PER DIEM AMOUNTS LISTED MUST BE REFLECTED ON ORDERS. IF YOU HAVE QUESTIONS CONCERNING FUND CITE CONTACT MRS. TERESA MATHIS AT (912) 261-3717 OR E-MAIL Teresa.Mathis@ogn.af.mil.

NOTE: MEMBERS IN PCS STATUS, INCLUDE TDY EN-ROUTE ON AF FORM 899. **DO NOT** SEND MEMBER WITH BOTH AF FORM 899 (PCS) AND DD 1610 (TDY) OR MEMBER WILL BE CHARGED LEAVE FOR THE ENTIRE LENGTH OF COURSE.

BLOCK 9 (PURPOSE OF TDY): TO ATTEND SPECIAL INVESTIGATORS COURSE, GLYNCO, GA, CITP CRS ID: 5T5ALO7S031-003 PDS: OD9; BSIC CRS ID: 5T5ALO7S031-005 PDS: I90; CLASS START DATE (CSD): **8 JAN 07**; CLASS GRADUATION DATE (CGD): **24 MAY 07**; MSN (TRAINING ATTENDANCE).

BLOCK 10: 137 DAYS.

BLOCK 14: PER DIEM \$411.00. MEMBERS WILL BE ENTITLED TO THE INCIDENTAL AMOUNT ONLY (APPROXIMATELY \$3.00 A DAY; REPEAT \$3.00 A DAY) WHILE ATTENDING TRAINING. ALL MEALS AND LODGING ARE PROVIDED BY THE GOVERNMENT AT NO EXPENSE TO THE MEMBER TO INCLUDE WEEKEND MEALS. STUDENTS WILL BE ISSUED A MEAL CARD UPON ARRIVAL TO FLETC. **PLEASE ENSURE ORDERS STATE: ALL MEALS AND LODGING ARE PROVIDED AND DIRECTED BY THE GOVERNMENT AT NO EXPENSE TO THE MEMBER.** THIS INCLUDES CIVILIANS ATTENDING TRAINING (REFERENCE JTR, VOLUME 2, DOD CIVILIAN PERSONNEL, APPENDIX O, TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS, T4040, 2, C (LAST SENTENCE: NOTE IF ALL THREE MEALS ARE PROVIDED, ONLY THE INCIDENTAL EXPENSES FOR THAT DAY ARE PAYABLE).

BLOCK 14: TRAVEL (INSERT ROUND TRIP AIRFARE AMOUNT). FOR THOSE TRAVELING VIA POV: YOUR MILEAGE REIMBURSEMENT WILL NOT EXCEED ROUND TRIP GTR FARE (REFER TO PARA. 4 SECTION N). NOTE: SATO TRAVEL OFFICES WILL ONLY ISSUE A ONE WAY TICKET DUE TO LENGTH OF COURSE BEING IN EXCESS OF 120 DAYS. PLEASE DOUBLE THIS AMOUNT TO INCLUDE IN TRAVEL PORTION TO REFLECT ACTUAL AMOUNT FOR FINANCIAL OBLIGATION PURPOSES.

BLOCK 14: OTHER \$150.00 (TWO PIECES EXCESS BAGGAGE).

BLOCK 16 (REMARKS): ITEMS ON REVERSE APPLY (ANNOTATE APPLICABLE NUMBER ON ORDERS REVERSE SIDE). INCLUDE PTC I22. **STUDENTS ARE REQUIRED TO SUBMIT A TRAVEL VOUCHER WITHIN 5 DAYS AFTER COMPLETION OF TDY TO THE NEAREST TRAVEL PAY SECTION. STUDENTS ARE REQUIRED TO SUBMIT/FAX A LEGIBLE COPY OF THE PAID TRAVEL VOUCHER TO USAFSIA/FM AT 912-267-3395 WITHIN 3 DAYS OF RECEIPT OF PAYMENT.** TWO PIECES OF EXCESS BAGGAGE IS AUTHORIZED IAW AFI 124-101. AUTH: AFCAT 36-2223, AND AFI 137-128. **SECURITY CLEARANCE:** (INSERT LEVEL). STUDENTS SHOULD HAVE A SECRET SECURITY CLEARANCE OR HIGHER.

BLOCK 17-22: SELF-EXPLANATORY

4. INFORMATION TO KNOW PRIOR TO TRAINING:

A. **MILITARY STUDENTS WILL MEET FITNESS STANDARDS AS OUTLINED IN AFI 10-248, FITNESS PROGRAM & HAVE A CURRENT FITNESS TEST (BRING A COPY).** ACCORDING TO AFI 10-248, SECTION 8.3, "MEMBERS IN ALL FITNESS CATEGORIES MAY PARTICIPATE IN PME AND ATTEND TECHNICAL TRAINING....MEMBERS ENROLLED IN THE FITNESS IMPROVEMENT PROGRAM (FIP) MUST CONTINUE WITH FIP AND SCHEDULED FITNESS ASSESSMENTS WHILE IN TRAINING STATUS." STUDENTS ATTENDING THE USAFSIA WHO ARE

ENROLLED IN THE FIP MUST BRING A MEMORANDUM FROM THEIR COMMANDER INFORMING USAFSIA/CC OF REQUIRED INTERVENTION, FOLLOW-UP AND TESTING AT LEAST TWO WEEKS PRIOR TO ARRIVAL.

NOTE: (PLEASE READ CAREFULLY) UPON ARRIVAL, FLETC REQUIRES ALL STUDENTS TO COMPLETE A MEDICAL FORM ACKNOWLEDGING THEY (YOU THE STUDENT) WILL BE PARTICIPATING IN STRENUOUS PHYSICAL TRAINING AND THAT YOU HAVE NO MEDICAL CONCERNS OR CONDITIONS TO PRECLUDE YOU FROM PARTICIPATING. TRAINING AT FLETC IS PHYSICALLY DEMANDING AND STUDENTS ARE STRONGLY ENCOURAGED TO BEGIN A PHYSICAL CONDITIONING PROGRAM PRIOR TO ARRIVAL AT FLETC. FLETC REQUIRES STUDENTS TO PARTICIPATE IN DEFENSIVE TACTICS, WHICH USE PRESSURE POINTS AND JOINT LOCKS FOR CONTROL. ALSO, STUDENTS ARE REQUIRED TO PARTICIPATE IN STRENUOUS PHYSICAL CONDITIONING, INCLUDING RUNNING, STRENGTH TRAINING, CALISTHENICS, AND FLEXIBILITY TRAINING. THIS TRAINING WILL BE EXTREMELY CHALLENGING AND THOSE WHO ARE NOT PREPARED WILL BE AT A DISADVANTAGE (AND POSSIBLY REMOVED FROM TRAINING AND SENT BACK TO THEIR BASE). AT THE CONCLUSION OF CITP, STUDENTS WILL PERFORM A PHYSICAL EFFICIENCY BATTERY TEST, WHICH WILL INCLUDE A TIMED 1.5 MILE RUN, AN AGILITY TEST, FLEXIBILITY TEST, STRENGTH TEST AND BODY FAT MEASUREMENT. MANDATORY PHYSICAL CONDITIONING WILL CONTINUE THROUGHOUT THE AFOSI FOLLOW-ON COURSE. **DURING THE AFOSI PORTION OF TRAINING TWO AF FITNESS TEST WILL BE ADMINISTERED (ONE AT THE BEGINNING AND ONE AT THE END) TO ACCESS YOUR PROGRESS. (1.5 RUN, PUSH UPS & SIT-UPS).**

PRIOR TO ARRIVAL, MEDICAL PERSONNEL SHOULD EVALUATE ALL STUDENTS. STUDENTS WITH ANY MEDICAL CONDITIONS OR MEDICAL PROFILES THAT MIGHT PRECLUDE THEM FROM PARTICIPATING IN DEFENSIVE TACTICS TRAINING OR PHYSICAL TRAINING SHOULD NOT ATTEND. PLEASE CONTACT **HQ AFOSI/DPRXR & USAFSIA/CSS IMMEDIATELY IF YOU HAVE QUESTIONS.**

B. TRAVEL OF DEPENDENTS WITH STUDENTS ATTENDING USAFSIA IS STRONGLY DISCOURAGED. STUDENTS ARE LODGED IN GOVERNMENT HOUSING/CONTRACT QUARTERS AND **DEPENDENTS ARE NOT AUTHORIZED IN GOVERNMENT DIRECTED HOUSING. IF STUDENTS BRING DEPENDENTS, IT IS AT THEIR OWN EXPENSE.**

C. STUDENTS MUST HAVE A BANK OF AMERICA GOVERNMENT TRAVEL CREDIT CARD (GTC) ISSUED BY THEIR CURRENT UNIT OR APPLY FOR ONE IMMEDIATELY. STUDENTS WILL NOT BE ISSUED OR ALLOWED TO APPLY FOR A GTC WHILE ATTENDING TRAINING. USAFSIA WILL NOT WORK GOVERNMENT CREDIT CARD ISSUES FOR EXISTING CARDS ISSUED BY OTHER UNITS. ENSURE YOUR ACCOUNT IS CURRENT AND PAID IN FULL PRIOR TO ATTENDING TRAINING. STUDENTS ARE RESPONSIBLE TO ENSURE PROMPT AND TIMELY PAYMENTS FOR CHARGES ON THEIR GOVERNMENT CREDIT CARD WHILE TDY.

D. STUDENTS WITH AN OVERSEAS ASSIGNMENT SHOULD BEGIN PROCESSING FOR AN OFFICIAL PASSPORT **PRIOR** TO ARRIVAL AT USAFSIA.

E. STUDENTS ARE NOT REQUIRED TO BRING THEIR AF FM 623A, TRAINING RECORDS, HOWEVER, STUDENTS MUST BRING MEDICAL RECORDS IN THE EVENT ANY TREATMENT IS REQUIRED WHILE TDY. USAFSIA IS LOCATED IN AN AUTHORIZED TRICARE PRIME REMOTE LOCATION AND ALL STUDENTS MAY RECEIVE NECESSARY MEDICAL ATTENTION FROM A LOCAL CIVILIAN PHYSICIAN. **MILITARY STUDENTS, IN ORDER TO OBTAIN TRICARE AUTHORIZATION FOR NON-EMERGENCY MEDICAL CARE, MUST BRING CONTACT INFORMATION FROM THEIR RESPECTIVE HOME STATION MILITARY TREATMENT FACILITY AND/OR PRIMARY CARE MANAGER.** STUDENTS SEEKING NON-EMERGENCY MEDICAL TREATMENT WILL BE REQUIRED TO OBTAIN AN **OUT OF AREA AUTHORIZATION** FROM THEIR HOME STATION MILITARY TREATMENT FACILITY, IF THE SITUATION ARISES.

F. STUDENTS WHO ARE NEWLY APPOINTED USAF OFFICERS MUST BE IN-PROCESSED INTO THE USAF AT EITHER THEIR HOST OR DESTINATION BASE PRIOR TO ARRIVAL AT USAFSIA. THIS MUST INCLUDE A MILITARY ID CARD, MILITARY PAY RECORDS, AND MEDICAL RECORDS. USAFSIA SCHEDULE DOES NOT FACILITATE ESTABLISHING THESE RECORDS FOR NEW USAF OFFICERS UPON ARRIVAL AND THIS IS FURTHER COMPLICATED BY THE FACT THAT FLETC IS NOT ON OR NEAR AN ACTIVE USAF BASE.

G. STUDENTS SHOULD **ATTEMPT** TO BECOME FAMILIAR/COMPLETE THE M11 (SIG/SAUER) PRACTICAL PISTOL COURSE PRIOR TO ARRIVAL AT FLETC. ALTHOUGH NOT MANDATORY, IT IS HIGHLY ENCOURAGED, ESPECIALLY FOR THOSE INDIVIDUALS NOT USED TO BEING AROUND WEAPONS. **DO NOT** BRING ANY PERSONAL OR GOVERNMENT WEAPONS TO FLETC.

H. **CLOTHING REQUIREMENTS** (PLEASE READ CAREFULLY AND CALL IF YOU HAVE ANY QUESTIONS): ***STUDENTS WILL WEAR THE STANDARD FLETC ISSUED UNIFORM DURING CITP.*** THE UNIFORM INCLUDES PANTS, BELT, T-SHIRT, SWEATSHIRT, AND JACKET. WHILE IN THIS UNIFORM, STUDENTS WILL BE REQUIRED TO WEAR BLACK, CASUAL LACE-UP STYLE SHOES OR BLACK HIKING STYLE BOOTS, BUT NO ATHLETIC SHOES. UPON ARRIVAL, STUDENTS WILL BE ISSUED AN AFOSI ORGANIZATIONAL BALL CAP TO WEAR DURING TRAINING. STUDENTS WILL ALSO BE ISSUED A BLACK, LEATHER BELT TO FACILITATE PROPER WEAR OF ISSUED GEAR, I.E., HOLSTER, HANDCUFFS, ETC. **AFI 36-2903, DRESS AND PERSONAL APPEARANCE STANDARDS APPLY.**

STUDENTS MUST BRING APPROPRIATE PHYSICAL TRAINING SHOES FOR THEIR FITNESS NEEDS. FLETC PROVIDES STUDENTS A COMPLETE PHYSICAL TRAINING UNIFORM, WHICH IS REQUIRED TO BE WORN WHILE USING THE FLETC FITNESS CENTER.

CASUAL ATTIRE WILL BE WORN APPROXIMATELY 20 PERCENT OF THE TIME. STUDENTS SHOULD BRING AT LEAST TWO PAIR OF LONG TAN/KHAKI PANTS (SIMILAR TO DOCKERS) (A THIRD PAIR IS HIGHLY RECOMMENDED) AND ONE LEATHER BELT SUITABLE FOR WEARING A HOLSTER (AT LEAST 1" – 1.5" WIDE). SHIRTS TO BE WORN WITH CASUAL ATTIRE WILL BE PROVIDED BY USAFSIA. BRING SUFFICIENT OUTER WEAR (I.E., COAT OR JACKET), AND AN UMBRELLA,

FOR OUTDOOR ACTIVITIES. FLETC IS CONSIDERED A WALKING CAMPUS AND STUDENTS WILL WALK BETWEEN CLASSES, EVEN DURING INCLEMENT WEATHER. ACCEPTABLE SHOES WITH CASUAL ATTIRE ARE CASUAL LACE-UP STYLE, LOAFERS, OR EARTH TONE HIKING BOOT STYLE. BELTS SHOULD MATCH. ABSOLUTELY NO ATHLETIC SHOES WILL BE WORN WITH CASUAL ATTIRE UNLESS A MEDICAL WAIVER IS GRANTED.

STUDENTS ARE REQUIRED TO WEAR AGENT ATTIRE APPROXIMATELY 40% OF THE TIME; AGENT ATTIRE IS **CONSERVATIVE BUSINESS ATTIRE** i.e. SHIRT WITH A **COLLAR**, TIE, AND COAT OR SUIT. RECOMMEND STUDENTS BRING AN ADEQUATE NUMBER OF SUITS AND/OR ADDITIONAL APPROPRIATE ATTIRE (i.e., SPORT COAT AND DRESS SLACKS-**NOT** DOCKERS STYLE) FOR MEN, AND SKIRTS, DRESS SLACKS OR DRESSES FOR WOMEN, TO ENSURE AN ADEQUATE CHANGE OF CLOTHING. WOMEN'S DRESS PANTS ARE REQUIRED TO HAVE BELT LOOPS TO FACILITATE THE USE OF A BELT, HOLSTERS AND HANDCUFF CASES. ANKLE LENGTH SKIRTS/DRESSES ARE NOT CONSIDERED APPROPRIATE AGENT ATTIRE. FEMALES NEED TO BRING A SPORTS BRA FOR USE DURING BODY WIRE TRAINING.

I. STUDENTS ARE ENCOURAGED TO BRING BACKPACKS TO TRANSPORT COURSE MATERIALS WHILE WALKING BETWEEN BUILDINGS ON CAMPUS. BACKPACKS MUST BE SOLID BLACK, DARK BLUE, OR A WOODLAND CAMOUFLAGED PATTERN. NON-FEDERAL PATCHES/LOGOS ARE UNAUTHORIZED. ALSO, A COMBINATION LOCK MAY BE USEFUL IN STORING ITEMS IN LOCKERS LOCATED AT THE TRAINING FACILITIES.

J. LODGING IS DORMITORY STYLE AND ASSIGNED BY **FLETC (USAFSIA HAS NO INPUT ON DORM ASSIGNMENTS)**. AMENITIES VARY DEPENDING ON THE BUILDING ASSIGNED. ALL ROOMS ARE SINGLE OCCUPANCY. SOME BATHS ARE PRIVATE, WHEREAS OTHERS ARE SHARED. ALL ROOMS HAVE A TELEPHONE FROM WHICH CALLING CARD LONG DISTANCE CALLS MAY BE MADE, AS WELL AS LONG DISTANCE CALLS RECEIVED. TELEVISIONS, REFRIGERATORS AND MICROWAVES **ARE GENERALLY NOT PROVIDED** EXCEPT IN RARE SITUATIONS. ALL ROOMS ARE CABLE-READY.

K. UPON ARRIVAL TO FLETC, REPORT TO THE VISITOR REGISTRATION CENTER (BUILDING #1), A 24 HOUR FACILITY, FOR ID BADGE ISSUE, ROOM ASSIGNMENT, AND GENERAL CHECK-IN. DORM ROOMS MAY NOT BE AVAILABLE UNTIL 1600. CONUS STUDENTS MUST REPORT ONE DAY PRIOR TO CLASS START DATE (CSD). ***IMPORTANT*** STUDENTS REPORTING IN FROM OVERSEAS MAY DO SO UP TO TWO DAYS PRIOR TO CSD. THOSE **OVERSEAS** STUDENTS REPORTING TWO DAYS EARLY MUST **REPEAT** MUST NOTIFY USAFSIA/CCS, SA W. H. COTTINGHAM, walker.cottingham@ogn.af.mil, 912 267-3329, NO LATER THAN TEN WORKING DAYS PRIOR TO CSD, TO ALLOW FOR LODGING ARRANGEMENTS. STUDENTS REPORTING FROM OVERSEAS WHO ARRIVE IN CONUS PRIOR TO TRAINING, SUCH AS FOR LEAVE, ARE ONLY AUTHORIZED TO REPORT ONE DUTY DAY PRIOR TO CSD. **STUDENTS ARRIVING EARLIER THAN ABOVE INSTRUCTIONS ARE RESPONSIBLE FOR THEIR OWN LODGING UNTIL THE AUTHORIZED REPORTING DATE, AT HIS OR HER OWN EXPENSE.**

L. THERE IS NO USAF ACCOUNTING AND FINANCE OFFICE (AFO) AT FLETC TO PROCESS INTERIM/ACCRUAL PAYMENTS FOR PERSONNEL IN TDY STATUS TRAVELING ON DD FORM 1610, DOD TRAVEL ORDERS. **STUDENTS MUST CONTACT USAFSIA COMMANDER'S SUPPORT STAFF FOR ASSISTANCE IN PROCESSING INTERIM TRAVEL VOUCHERS.**

M. STUDENTS TRAVELING VIA COMMERCIAL AIR SHOULD MAKE ARRANGEMENTS TO ARRIVE AT THE GLYNCO JETPORT, BRUNSWICK, GA (APPROXIMATELY 10 MINUTES TO FLETC) OR JACKSONVILLE, FL (APPROXIMATELY ONE HOUR SOUTH OF FLETC). SAVANNAH, GA, IS ALSO A POSSIBILITY IF LESS EXPENSIVE FARES ARE AVAILABLE; HOWEVER, IT IS A SLIGHTLY LONGER TRIP THAN FROM JACKSONVILLE. STUDENTS REQUIRING BUS TRANSPORTATION FROM THE AIRPORT TO FLETC ARE RESPONSIBLE TO CONTACT FLETC TRANSPORTATION DIVISION **NO LATER THAN FIVE DAYS PRIOR TO ARRIVAL DATE.** STUDENTS SHOULD CALL (912) 267-2458 OR ALTERNATE IS (912) 267-2468, MON – SAT, 0700 – 1800 EASTERN STANDARD TIME (EST), TO SCHEDULE PICKUP. BE PREPARED TO SHOW A FORM OF GOVERNMENT IDENTIFICATION TO RIDE THE BUS. THE SHUTTLE WILL TRANSPORT STUDENTS TO FLETC, BLDG. 1, VISITOR'S CENTER. PERSONNEL ARRIVING WHO DID NOT MAKE ADVANCED SHUTTLE ARRANGEMENTS ARE RESPONSIBLE TO ACQUIRE THEIR OWN TRANSPORTATION TO FLETC. TAXI RATES, WHICH CAN RUN AS HIGH AS \$100 FROM JACKSONVILLE, ARE REIMBURSABLE, BUT STUDENTS MUST BE PREPARED FOR THIS INITIAL EXPENSE.

N. STUDENTS MAY CHOOSE TO DRIVE THEIR PRIVATELY OWNED VEHICLE (POV) TO FLETC. MILEAGE WILL BE PAID UP TO THE COST OF A GOVERNMENT RATE ROUND TRIP AIRFARE TICKET. STUDENTS WHO ARE DRIVING A POV ARE ONLY AUTHORIZED PER DIEM EXPENSES FOR ONE TRAVEL DAY BEFORE CSD AND ONE DAY AFTER CLASS GRADUATION DATE (CGD). MEMBER'S UNIT CAN APPROVE PERMISSIVE TDY IF TRAVEL EXCEEDS 350 MILES PER DAY. EXPENSES RELATED TO ADDITIONAL TRAVEL DAYS BEYOND THE ONE DAY ARE AT MEMBER'S EXPENSE AND WILL NOT BE REIMBURSED. STUDENTS WILL REGISTER PRIVATE VEHICLES UPON CHECK-IN AT BLDG. 1 AND WILL RECEIVE A PARKING PERMIT. FLETC POLICY STATES STUDENTS WHO ARE LODGED ON-CENTER **MAY NOT REPEAT MAY NOT** OPERATE THEIR POV ON THE CENTER BETWEEN 0730 TO 1630, MONDAY THROUGH FRIDAY. THE ONLY AUTHORIZED PARKING AREA FOR STUDENTS' VEHICLES DURING THIS PERIOD IS THE ASSIGNED DORMITORY PARKING LOT. THIS POLICY WILL APPLY FOR THE ENTIRE DURATION OF TRAINING. STUDENTS CAUGHT VIOLATING THIS FLETC POLICY MAY RECEIVE A TRAFFIC CITATION FROM FLETC SECURITY POLICE. FLETC IS CONSIDERED A WALKING CAMPUS, AS SUCH, STUDENTS MAY WALK TO CLASSROOMS OR UTILIZE THE FLETC SHUTTLE SYSTEM. STUDENTS MAY BRING BICYCLES, OR RENT/PURCHASE THEM LOCALLY AT THEIR OWN EXPENSE. TO DRIVE TO FLETC, TAKE EXIT 38 OFF OF I-95 AND TURN EAST ONTO GOLDEN ISLES PARKWAY. TURN LEFT AT THE SECOND TRAFFIC LIGHT, WALKER ROAD. STAY ON WALKER ROAD FOR APPROXIMATELY 1.5 MILES UNTIL YOU SEE THE LEFT TURN FOR FLETC. AFTER TURNING AND BEFORE THE MAIN GATE, BUILDING # 1 WILL BE

ON YOUR RIGHT. NEWLY ARRIVING STUDENTS MUCH STOP THERE FOR CHECK-IN.

O. FIRST DAY OF CLASS (ORIENTATION): STUDENTS REPORT IN **AGENT ATTIRE (SUITS)**. SPECIFIC DETAILS OF CLASSROOM LOCATION AND REPORTING TIMES WILL BE PROVIDED AT TIME OF CHECK-IN AT FLETC's VISITOR CENTER/Bldg. 1.

P. ADDRESS FOR STUDENT MAIL: FEDERAL LAW ENFORCEMENT TRAINING CENTER, 1131 CHAPEL CROSSING ROAD, ATT: (STUDENT NAME/CLASS NUMBER), GLYNCO, GA, 31524.

Q. EMERGENCY CONTACT INFORMATION: MONDAY – FRIDAY 0730 – 1630
CALL 912-267-3388. AFTER DUTY HOURS, IF YOU CANNOT REACH THE STUDENT'S DORM ROOM, CONTACT THE FLETC OPERATOR AT 912-267-2100, OR FLETC SECURITY POLICE AT 912-267-2461. USAFSIA PERSONNEL CAN ALSO BE CONTACTED THROUGH THE AFOSI OPERATIONS CENTER AFTER HOURS AT 877-246-1453. **ONLY USE THE AFTER HOURS NUMBERS IN CASE OF A TRUE EMERGENCY.**

R. STUDENTS MUST SEND FOLLOWING INFO NLT 2 WEEKS PRIOR TO CSD AT AFSIA.CSS@OGN.AF.MIL.

- T-SHIRT SIZE (S/M/L/XL...)
- JACKET SIZE (lightweight windbreaker jacket) (S/M/L/XL...)
- SHOOTING HAND (right or left handed)

5. **** IMPORTANT **** PRIOR TO ARRIVAL, YOU MUST HAVE AT LEAST 14 MONTHS RETAINABILITY AFTER GRADUATION DATE.

NOTE: Prior to arriving, discuss re-enlistment and extension issues with your servicing MPF and obtain a point of contact (name and commercial phone number) who can work these issues, if needed, during your training.

6. IN AN EFFORT TO ENSURE STUDENTS ARE BETTER PREPARED FOR TRAINING, THEY ARE VERY HIGHLY ENCOURAGED TO READ AND REVIEW APPROPRIATE AF AND AFOSI INSTRUCTIONS, DIRECTIVES, MANUALS AND HANDBOOKS, WHICH WILL HELP THEM UNDERSTAND THE DUTIES AND AUTHORITY OF AN AFOSI SPECIAL AGENT. AGENT TRAINEES SHOULD COMPLETE A THOROUGH REVIEW OF AFOSII 36-2202, PARAGRAPHS 11, 12 AND 13, TO AID IN PREPARATION FOR TRAINING.

7. GENERAL INFORMATION REGARDING FLETC MAY BE VIEWED AT WWW.FLETC.GOV. THERE IS A SIGNIFICANT AMOUNT OF INFORMATION REGARDING FLETC AND THE SURROUNDING AREA ON THEIR WEB PAGE. ***NOTE:** WHERE THE INFORMATION BETWEEN THE WEB PAGE AND THIS REPORTING MESSAGE DIFFERS, THIS MESSAGE TAKES PRECEDENCE.

8. FOR QUESTIONS REGARDING THE USAFSIA TRAINING COURSE, CONTACT SA W. H. COTTINGHAM AT (912) 267-3329 OR EMAIL walker.cottingham@ogn.af.mil.